Name: _____ _Date: _____

Topic: Microsoft Word Windows

Instructions: Type the correct word from the word bank to complete the sentence.

Tab	Scroll bars	View buttons	Cursor
Ribbons	Ruler	Commands	Status bar
Mouse pointer	Zoom slider	Title bar	File tab

1. _____ this displays commands for opening, saving and printing documents.

2. _____ this bar displays the file name and the program name. It also displays the minimize, restore and Close buttons.

3. _____ These are horizontal bars near the top of the program's window that is designed to help you quickly find the commands that you need to complete a task.

4. _____ are instructions that carry out an action when clicked. They can be selected from the Quick Access Toolbar or the Ribbon.

5. _____ opens a different ribbon and gives you quick access to the commonly used commands that you need to complete a task.

6. _____ this allows you to select items or to move to a specific position where you would like to put the cursor.

7. _____ brings unseen parts of a document into view, located at the right side and bottom.

8. _____ display the margins, tab settings and indents in documents, located at the top & left side.

9. _____ a flashing vertical line that indicates where the next character typed will be inserted.

10. _____ can be found at the bottom right and it is used to zoom in and out and view your document easier.

11. _____ displays information about the current document. (# of pages and # of words etc.) document easier.

12. _____ lets you change how the document appears and are located at the bottom right.